Building a web page using Wiki Spaces

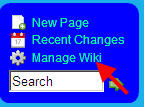
Contents

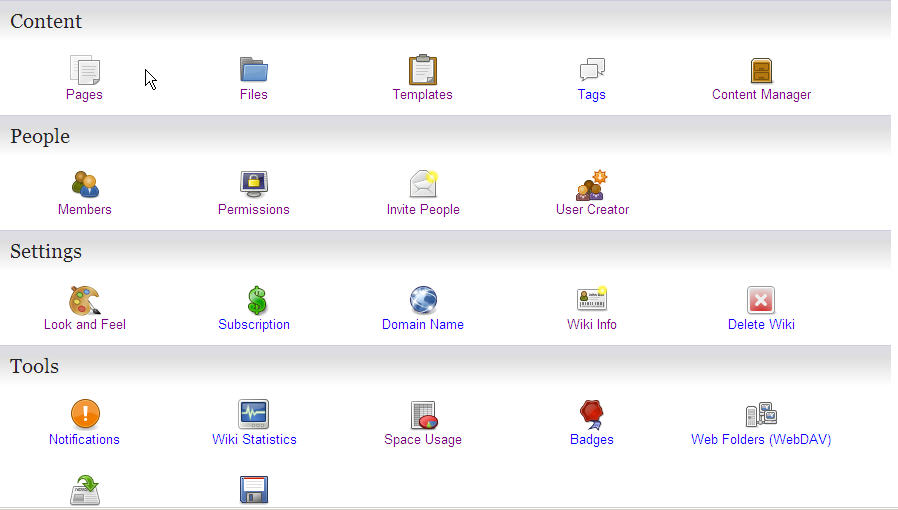
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11. Getting started:

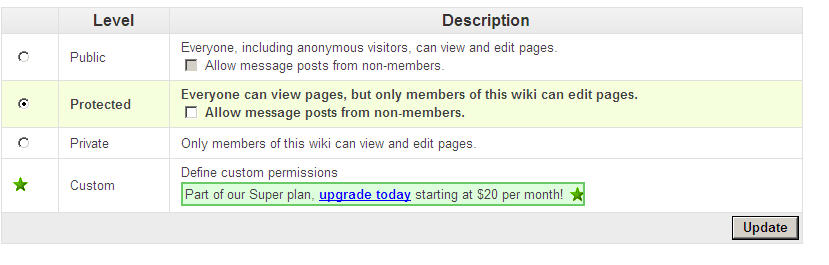
* Open a web browser and type in the following URL <http://www.wikispaces.com/site/for/teachers>
* Fill in the form as shown…



Typeyourclassnamehere

* Click Create.
* To log onto your wiki you will need to type in the name that you created and add .wikispaces.com. Example <http://mymadeupname.wikispaces.com>
* Wikispaces will also give you a link to go to your site. You will be prompted to login.
* The first thing that you will want to do is change the permissions so that students can view your page.

1. Click “Manage Wiki”.
2. Under People, click “Permissions”.
3. You are set as “Private”. The problem with this is that if someone wants to view your page they will need to become a member. Change your Level to “Protected”, you have an education membership so you will still not have the ads.



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1. Discussion Tab:

You may want to have a discussion board on your page to help encourage classroom discussions outside of your classroom. The default for wiki spaces is to have the discussion board tab on every page of your wiki. You may take this tab away or just set it to have one discussion board for the entire wiki page.

*Default of discussion tab*

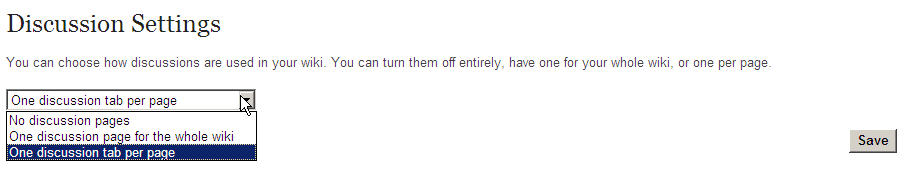


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* Click on “Manage Wiki”.
* Under “Settings” click on “Wiki Info”.
* Under “Discussion Settings” there will be a drop down menu that will allow you to…

1. Have no discussion pages.
2. Have only one discussion page for the entire wiki space. It will be locateded under the “new page” icon in your navigation tools to the left. (See arrow #2)
3. One discussion per page. This works great if you have several classes for your whole wiki space and you want to lead a different discussion for each class.

* Click “Save”.



1. Editing Text:

* Edit.jpgClick on the button labeled “Edit This Page”.

*\*Note\* This button will not appear if you are not logged into wikispaces.*

* You will get a toolbar that looks like this…

Editor.jpg

* You can move the Editor toolbar around on your screen to best fit your needs.
* Type the text that you need into the window on your page.
* Use the tool bar to change the text the way that you would like it to look.
* I have found that it is easiest to type your text first and then go back and highlight the words that you would like in **Bold**, *Italic*, underlined, or a different size. Then use the editor toolbar to change those words to how you would like them.

EZ-tip! *You can also type your text into Microsoft word then copy and paste the text into your wiki page. This will allow you access to more fonts.*

* We will discuss what the other buttons are for later but, for now here is an overview…

Text size

Italic

Bold

Underline

Text Color

Numbered list

Bulleted List

Adds a horizontal line

Creates a link to a webpage

breaks a link

Upload a picture or file

Embed a widget (you tube, anything google, slide shows, calendars, rss feed, polls, etc…)

Insert table

Insert special character

**¢©¼⇧±¶**

HTML code

Goes between Text editor and visual editor (default).

Shows you what it looks like before you save.

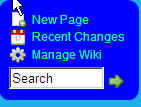
Saves the text and exits editing mode

Cancels work and exits editing mode

Editor.jpg

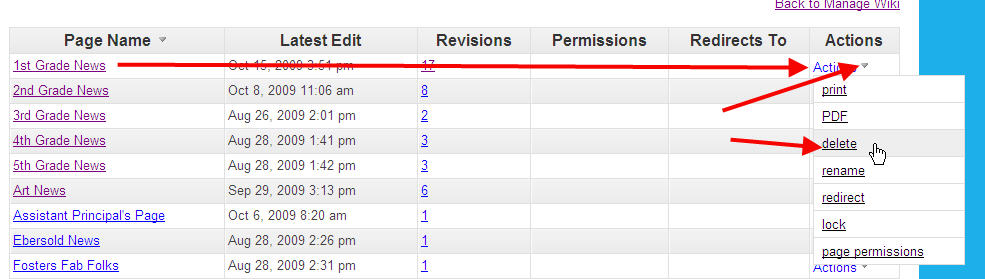
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1. Creating New Pages:

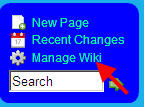
 In order to keep organized, you will want to have several pages to your wiki site. A suggestion would be to have one for each class that you teach. You might want to have one for students and one for parents. Visitors will be able to navigate through your site using the navigation bar.

*Navigation bar*

* To add a new page click “New Page”
* Type in the name of the page
* Click “create page”
* Edit the page and click “Save”
* Your new page will appear on the navigation bar
* To delete the page click on “Manage Wiki”
* Under “Content” click on “Pages”.
* You will see a list of pages.
* From the page that you want to delete, click on “Actions” then choose “delete”



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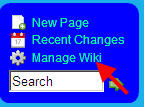
1. Creating the look of the page:

You can change the layout and colors of the page.

* Click on “Manage Wiki”
* Under “Settings” click on “Look and Feel”

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1. Collaborating:

 The great thing about wiki spaces is that more than one person can edit the pages. This way you can share the responsibilities with other teachers on your team.

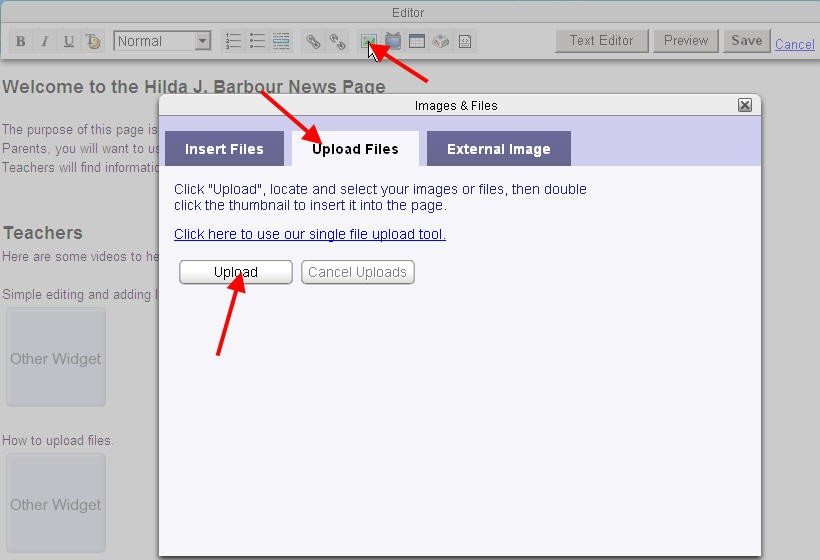
* Click on “Manage Wiki”
* Under “People” click on “invite people”
* Type in their e-mail address
* Click “Send”

This is the easiest way to add users to your wiki-space. You can also create them manually by seleting “User Creator” under the “People” section. This will allow you to create their passwords and account names.

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1. Uploading files and pictures:

Edit.jpgYou may notice that when you copy and paste a word document to your wiki that it won’t bring the pictures over to the wiki. You will need to upload them separately.

* Click on
* Click on the area of the page where you would like your file to appear.
* On the Editor toolbar click on the picture *Upload Icon.jpg*
* Click on the “upload Files” tab.
* Click “Upload” and browse for your file from your computer.
* Click “Open”
* When the file is uploaded, double click on the file and it will insert it into your document.
* You may do this for files too but, I recommend uploading Adobe Acrobat (pdf) files instead of Word files. Not everyone has Microsoft Word on their computers at home. See your ITRT to learn how to convert your Word file to .pdf format.

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1. Widgets:

Widgets are basically code embedded into your wiki page that will allow you to pull informtion from another site and display it onto your page without the user ever needing to leave your wiki page. This is very beneficial if you want to avoid the the distraction of advertisements and comments that are posted on sites such as Youtube.

Some examples of Widgets are…

Video: Teacher Tube, You Tube <http://hildajbarbour.wikispaces.com/>

Calendars: Google Calendar <http://www.wcps.k12.va.us/hjb/calendar.htm>

Documents: Google docs <http://docs.google.com>

Maps: <http://maps.google.com/>

To add a Widget to you page…

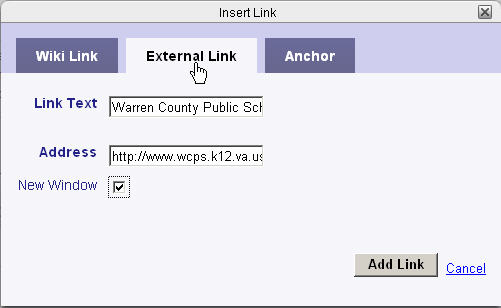
* You will need to go to the other page where you will be pulling the embed code from. For this example we will pull a code from [www.youtube.com](http://www.youtube.com)
* On Youtube, the embed code is located to the right of the video.
* Edit.jpgHighlight the entire embed code then right click and copy
* Click on
* Click on the area of your page where you would like your video to appear.
* On the Editor Toolbar click on the Widget Icon Widget.jpg
* In the new window, click on “Video” then “YouTube”
* Paste your code in the blank window (use right-click or CTRL + v)
* Click ”Save”.
* Click “Save” on your Editor Toolbar.

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1. Adding a link to another website

Edit.jpg

* Click on “edit” or “edit this page”
* On the page that you are editing, click on the space that you want to add the link to and type the name of the link (not the address). Example: Warren County Public Schools
* Highlight the name of the link that you just typed
* Click on the picture on the chain on your “Editor Toolbar”webLink.jpg
* Click on “External Link” tab in the middle



* The Link text should be filled in for you.
* Type in the URL of the website into the address box.

EZ Tip!! It is easier to go to the website and copy the URL from the actual website and paste it into the address space as shown above.

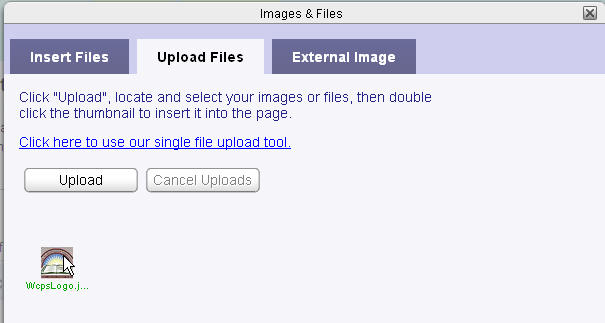
* The “new window” box is asking if you want to open the link in a new window. If you check this, the user will have another browser open when they click the link. This is helpful when you don’t want your students to “surf” away from your wiki. If the box is not checked, when the user clicks the link you will no longer be on your wiki site. The student/ user will need to click the “back” button on their browser to get back to your site.
* Click “Add Link”.

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1. Adding a link from a picture to another website

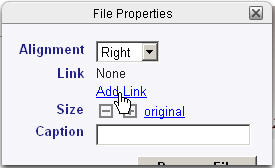
Edit.jpgSometimes you will find a picture or logo that represents the website that you want to link to.

* Click on the “Edit” or “Edit this page” button
* Upload Icon.jpgClick in the area on your page where you would like your picture to appear
* Click on the “Add file/picture” button
* Click on the middle tab “Upload files”
* Click “Upload”
* Choose the file that you would like to upload and click “Open”
* When the file appears in the “Images & Files” window double click on the picture to add it to your wiki.



* If you had already uploaded the image previously, you can find it in the “Insert Files” tab. Just double click on it in there to add it to your wiki
* Once your picture is on your wiki page a box should pop beside it that says “File Properties”. If it isn’t there, try clicking on the picture to make the box appear. You can do this to any of the pictures on your wiki anytime you are in “Edit” mode.
* In the “File Properties” box, click “Add Link”

Tip!! You can also align the picture to center/right/left, resize the image, and add a caption.



* Click on the center tab “External Link”
* Paste or type your link into the “Address” window.
* Click on “New Window” check box if you would like another browser to appear.
* Click on “Add Link”



* Click on the “X” to make the “File Properties” box go away
* Click “Save” in the “Editor Toolbar”

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